

# BYLAWS

(Amended 2020)

## ARTICLE 1: AUTHORITY

**Section 1:** The latest edition of Robert's RULES OF ORDER shall be the authority on all questions of procedure not specifically stated in these Bylaws.

**Section 2:** Any part of these Bylaws that is in conflict with the Michigan Education Association (MEA) or National Education Association (NEA) constitution and bylaws will be declared null and void.

## ARTICLE 2: MEETINGS

**Section 1:** General membership meetings shall be held in September, November, January, and March.

A: Agendas for scheduled meetings shall be disseminated electronically to all members one week prior to the meeting along with all reports (treasurer, grievance, secretary, etc.).

B: All meetings shall be electronically available to members at satellite campuses.

C: Minutes of all general membership meetings shall be disseminated electronically to all members within a week of the meeting.

**Section 2:** The President shall have the power to call special general membership meetings. The President is mandated to call a special general membership meeting upon receipt of a petition signed by 15% of the membership of the Union. The membership shall be notified of such meetings two weeks before each meeting and shall be furnished with an agenda attached to the notice of the meeting.

**Section 3:** The Board of Directors shall meet at least once a month, excluding the months of June and July, at a regularly scheduled time. The President shall have the power to call special meetings of the Board of Directors.

**Section 4:** Except as specified in MEA Administrative Policies, meetings shall be open to all members in good standing and members in good standing shall be permitted to address meetings.

## ARTICLE 3: QUORUM

**Section 1:** A quorum for general and special membership meetings shall be at least twenty percent (20%) of the total active membership in good standing.

**Section 2:** A quorum for the Board of Directors meeting shall be the majority of the elected members in good standing.

#### **ARTICLE 4: DUTIES AND POWERS OF OFFICERS**

**Section 1:** The President shall preside over meetings; appoint members of committees, subject to the approval of the Board of Directors; represent the Union before the public; serve as an *ex officio* voting member of the Professional Negotiating Committee, subject to Article 7, Section 3 of the these bylaws; act as executive officer of the Union; and perform all other functions attributed to this office. The only committee to which the President and the Board of Directors are specifically prohibited from appointing members, is the Professional Negotiating Committee.

**Section 2:** The Vice President shall serve in the President's absence and work with Union committees as delegated by the President.

**Section 3:** The Secretary shall keep accurate minutes of all meetings of the general membership and Board of Directors; publish the minutes; and assist the President with Union correspondence.

**Section 4:** The Treasurer shall hold the funds of the Union; disburse them according to decisions of the Board of Directors; maintain the roll of members; keep accurate account of receipts and expenditures; report to each general meeting and each meeting of the Board of Directors; prepare an annual financial statement for the membership; and keep the President and Board of Directors informed of the financial condition of the Union. At least one other officer besides the Treasurer shall sign checks with at least two signatures being required on each check. All officers empowered to sign checks shall be bonded. There shall be an annual audit of the Union accounts.

#### **ARTICLE 5: DUTIES AND POWERS OF MEA/NEA REPRESENTATIVES**

**Section 1:** Each delegate to the MEA Representative Assembly shall keep the organization informed of and alert to actions by the MEA and to issues to be presented to the MEA Representative Assembly; attend the MEA Representative Assembly and other appropriate meetings, and report back to the Board of Directors at the following Board meeting.

**Section 2:** Each delegate to the Board of Directors of the Michigan Association for Higher Education (MAHE) shall keep the organization apprised of all actions being taken by MAHE that have any bearing whatsoever upon the Union.

**Section 3:** Each delegate to the NEA Representative Assembly shall keep the organization informed of and alert to actions by the NEA and to issues to be presented to the MEA Representative Assembly; attend the NEA Representative Assembly and other appropriate meetings and report back to the Board of Directors at the following Board meeting

## **ARTICLE 6: DUTIES AND POWERS OF BOARD OF DIRECTORS**

**Section 1:** Upon the governing body shall rest the duties, responsibilities, and authority for conduct of the Union in all matters except as provided in the Constitution and Bylaws. The governing body may at any time refer matters to the general membership for consideration.

**Section 2:** The Board of Directors shall represent the Organization in between membership meetings.

**Section 3:** Members of the Board of Directors shall attend regular meetings of the Board; call meetings of unit membership to discuss association business; conduct enrollment of members; and provide communication between members and the Board.

**Section 4:** In appointing persons to committees, the Board of Directors shall show due concern for representation of minority segments of the membership, whether that minority status is determined by-- but not limited to--sex, gender, race, color, beliefs, creed, national origin, disability, sexual orientation.

**Section 5:** Responsibility of determining that grievances may be carried to arbitration lies with the Board; a motion to carry a grievance to arbitration shall be adopted upon approval by at least a two-thirds (2/3) majority of elected Board members in good standing.

**Section 6:** The Board of Directors shall have the power to approve all expenditures of Union funds from the Union accounts, consistent with Article IV, Section 4 of the Bylaws.

**Section 7:** All elected representatives of Libraries, Schools, and Colleges shall keep their respective constituents informed on all relevant Union matters.

**Section 8:** The Board of Directors shall have the power to remove a representative unexcused absent for more than three (3) consecutive meetings.

**Section 9:** Vacancies in the position of MAHE, MEA, or NEA Representative Assembly delegate(s) shall be replaced by the duly elected alternate(s). Vacancies in office from unit representatives shall be filled by special election in that unit within 30 days of notification of the unit, failing which the Board shall attempt to fill the position for the remainder of the term.

## **ARTICLE 7: COMMITTEES**

**Section 1:** *Standing committees*

A. Elections Committee

- i. The president shall appoint a three-member elections committee, subject to approval by the Board of Directors by September 1st of the year preceding the election. The treasurer shall also serve as *ex officio* non-voting member.
  - ii. The Elections Committee shall establish election procedures that guarantee that all elections shall provide for open nominations by active members in good standing; secret ballot; voting procedures and preservation of ballots for at least one (1) year. The preserved ballots shall be kept in the custody of the President.
  - iii. The Elections Committee shall ensure that all election procedures and timelines shall meet all relevant state and federal laws as well as relevant governing documents of the MEA/NEA.
  - iv. The Elections Committee shall maintain regular communications with the membership regarding election procedures and timelines.
  - v. The terms of office for all members of the Election Committee shall be two years.
- B. Grievance Committee
- i. The Grievance Committee shall be constituted as follows: the President, Grievance Officer, Contract Maintenance Officer and two members chosen at-large from Board members in good standing.
    - a. The President shall appoint the Grievance Officer and the Contract Maintenance Officer. These appointments shall be subject to the approval of the Board of Directors,
    - b. The President shall appoint the two at-large members of the Committee. These appointments shall be subject to the approval of the Board of Directors.
    - c. The terms of office for all members of the grievance committee shall be two years, and shall commence on May 1 of each year.
  - ii. The Grievance Committee shall be responsible for investigating and documenting all complaints submitted by bargaining unit members, and determining the appropriate course of action to take in each case, subject to contractually required policies. All members of the Grievance Committee shall be responsible for maintaining the confidentiality of all complaints and grievances, and following all relevant state and federal laws.
  - iii. The Grievance Officer shall serve as *ex-officio* chair of the Grievance Committee and shall be responsible for calling meetings of the Committee; maintaining all records relevant to the work of the Committee; distributing reports at each Board of Directors and membership meeting; educating members about the contractual grievance process; and, any other responsibilities required to carry out the duties of the Grievance Committee.
  - iv. When the Union is considering appealing a grievance to arbitration, the Grievance Officer is authorized to file an appeal on behalf of the member and/or membership only upon completion of the following procedures:
    - a. a report and recommendation by the Grievance Committee endorsing the filing of an arbitration
    - b. a vote by the Board of Directors endorsing the recommendation of the Grievance Committee

C. Audit Committee

- i. The President shall appoint a two-member Audit Committee, subject to approval by the Board of Directors by September 1<sup>st</sup>.
- ii. The treasurer shall serve as *ex officio* member of the committee.
- iii. The committee shall audit the finances of the Union annually and present a report to the Board of Directors.

**Section 2:** *Ad hoc committees*

- A. Membership of ad hoc committees shall be appointed by the President subject to the approval of the Board of Directors (see Article 4, Section 1).
- B. The membership charges and responsibilities of each ad hoc committee shall be established at the time of the creation of the committee.
- C. These committees shall report directly to the Board of Directors regarding their deliberations.

**Section 3:** *Professional Negotiating Committee*

- A. When the Union is to enter into negotiation with the employing unit for purpose of establishing a legally binding agreement, the President shall call a special meeting of the membership at which a Professional Negotiating Committee (hereinafter referred to as the PNC) shall be elected.
- B. The PNC shall be composed of one elected representative for every 30 members or fraction thereof from each of the units represented in the UDMPU: School of Architecture, College of Business Administration, College of Engineering and Science, College of Health Professions & McAuley School of Nursing, College of Liberal Arts and Education, and Libraries, and the President who is an *ex officio* member voting only in case of ties.
- C. At the special meeting, each unit shall separately caucus to elect their representative(s) to the PNC. A representative must achieve a majority vote of the caucus.
- D. The PNC shall elect its own chairperson.
- E. The PNC shall represent the Union at the collective bargaining table with the administration; keep the Board of Directors informed of the stages of negotiation; have the right to present a proposed contract to the administration and to negotiate in secret when necessary. When the Union is considering entering into a legally binding agreement with the University, the president and chairperson of the Professional Negotiating Committee are authorized to sign such an agreement on behalf of the membership only upon completion of the following procedures at a general membership meeting:
  - a) a report and recommendation by the professional negotiating committee;
  - b) a report and recommendation by the Board of Directors;
  - c) a written digest of the proposed agreement;
  - d) discussion by the membership at a special meeting(s) called for such purposes; and

e) a majority vote of the total membership including members only in good standing.

## **ARTICLE 8: NOMINATIONS AND ELECTIONS**

### **Section 1:** *Terms of Office*

A. Officers, Libraries, School, and College representatives on the Board of Directors, Delegates to State and National Assemblies, and the MAHE representative serve for two years from May 1 of the year of their election.

### **Section 2:** *Nomination Process*

- A. The Elections Committee shall work to ensure one or more candidates for every position.
- B. Nominations shall open in January and close in February at a nominations meeting.
- C. At the nominations meeting, the chairperson of the Elections Committee shall present the names of the candidates for each office.
- D. The Chair of the Elections Committee shall then call for nominations from the floor. Nominations from the floor must be seconded. Nominations for office are closed through a motion, a second, and a majority vote to close.

### **Section 3:** *Election Process*

- A. Every active member in good standing shall have the opportunity to vote. All elections shall take place following the one member/one vote principle.
- B. President, Vice President, Treasurer, and Secretary shall be elected by secret ballot. Delegates to state and national assemblies, conferences, and conventions of associations with which the Union is affiliated shall be elected by secret ballot. Unit representatives shall be elected by caucus of members in good standing from that unit using or following procedures established by the Elections Committee.
- C. Election Process for Officers and Delegates to State and National Assemblies:
  - i. Once nominations for office are closed, a secret ballot, adhering to the processes and timelines developed by the Elections Committee, shall be cast and the person with a majority of votes shall be declared the winner.
  - ii. If no majority appears, a run-off ballot shall be held between the two top vote getters.
- D. Election Process for Libraries, School, and College Representatives:
  - i. Once nominations are closed, each unit's members shall caucus to determine their respective representatives. No proxy votes are admissible.
  - ii. The chairperson of the nominating committee shall present the names of the unit representatives for the Board of Directors, each in this order: School of Architecture, College of Business Administration, College of Engineering and Science, College of Health Professions & McAuley School of Nursing, College of Liberal Arts and Education, and Libraries.
  - iii. The President shall call for a ratification of each nomination. The members from each unit shall vote for ratification by a show of hands. A majority vote shall constitute ratification. If the ratification fails, the members from the unit must then caucus and

return with another name, at which time another ratification vote shall be conducted by the President. Ratification constitutes election.

E. The Board of Directors shall certify the Elections Committee report and publish results of the election. Official reports of elections must be filed with the MEA within thirty (30) days after the election. Official reports of elected representative assembly delegates shall be filed with the MEA within ten (10) days after the election.

## **ARTICLE 9: DUES**

**Section 1:** Annual Dues, payable on August 16 or by payroll deduction, shall be the current MEA/NEA dues plus \$40.00 for local dues. Agency fees for non-members shall equal annual dues and be payable in the same manner.

**Section 2:** Special assessments as may be proposed in emergency situations by the Board of Directors must be approved by a two-thirds vote of the membership in a general meeting. When approved in this fashion, the assessment is binding on the membership.

## **ARTICLE 10: AMENDMENTS**

**Section 1:** Bylaws may be amended by majority vote at any regular membership meeting, provided notice in writing of any proposed amendment is filed with the Union Secretary and presented at the regular general meeting preceding the one at which it is to be voted on.

**Section 2:** Amendments to Bylaws have immediate effect unless otherwise provided.